

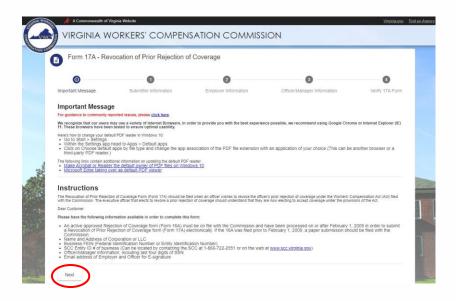
## Filing a 17A, Revocation of Prior Rejection of Coverage

The 17A should be filled out when an officer of a corporation or a manager of a LLC elects to revoke a prior rejection of workers' compensation coverage for injury by accident under the Virginia Workers' Compensation Act.

1. Go to the 17A Form website at:

webfile.workcomp.virginia.gov/public-webforms/form17a

- 2. Review the important message screen.
- 3. Click the "Next" button to continue to the "Submitter Information" section.



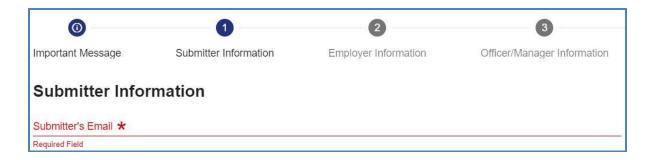
## **IMPORTANT**

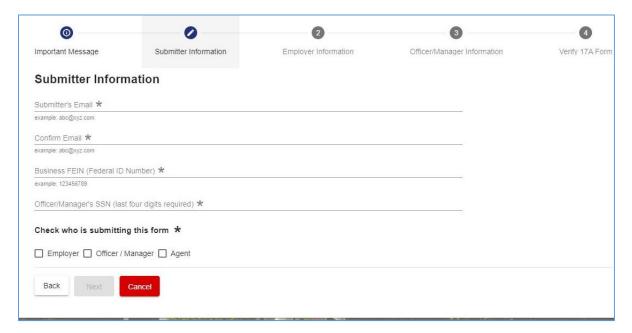


You will need the following information in order to complete this form:

- An active approved Rejection of Coverage form (Form 16A) must be on file with the Commission and have been processed on or after February 1, 2009 in order to submit a Revocation of Prior Rejection of Coverage form (Form 17A) electronically. If the 16A was filed prior to February 1, 2009, a paper submission should be filed with the Commission.
- Name and Address of Corporation or LLC
- Business FEIN (Federal Identification Number or Entity Identification Number)
- SCC Entity ID # of business (locate by contacting the SCC at 1-866-722-2551 or www.scc.virginia.gov)
- Officer/Manager information, including last four digits of SSN
- Email address of Employer and Officer for E-signature

4. Complete the blank fields and make sure all required fields (marked with an \*) are complete.

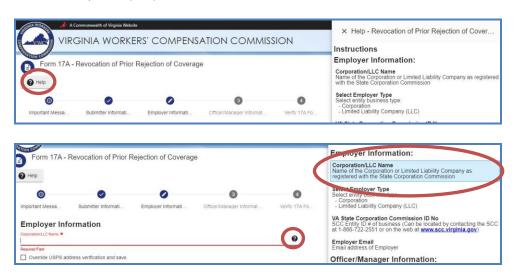




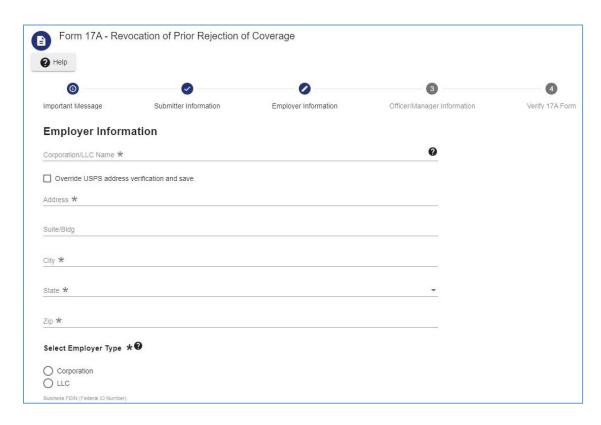
5. Click the "Next" button to continue to the "Employer Information" section.



Click the Help icon ( 2 ) to find additional information.

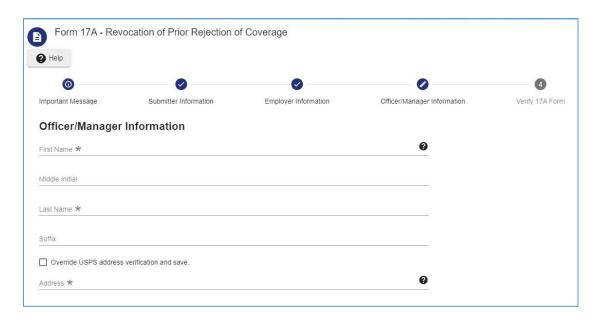


6. Complete the blank fields and make sure all required fields (marked with an \*) are complete.

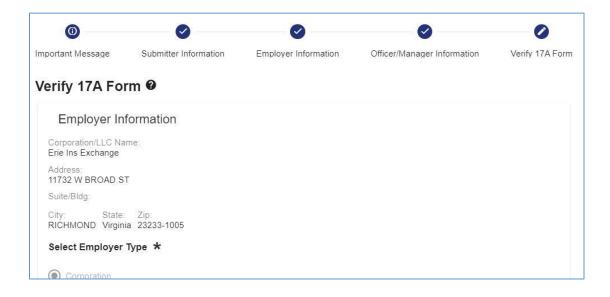


7. Click the "Next" button to continue to the "Office/Manager Information" section.

8. Complete the blank fields and make sure all required fields (marked with an \*) are complete.



- 9. Click the "Next" button to continue to the "Verify 17A Form" section.
- 10. Review the submitted information.



- 11. Review the Terms and Conditions by clicking on the "Terms and Conditions" link in the bottom left hand corner.
- 12. After reviewing, check the box to accept the Terms and Conditions.
- 13. Enter signature and the date notice received by Employer.
- 14. Click "Submit" to complete your registration.

## **IMPORTANT**



**Google Chrome Users**—if your certificate **does not** appear, please check the bottom of your browser screen. The PDF may have downloaded and you **must** select the box at the bottom of your screen to open the PDF, and then save it appropriately.